

Inserting new sheets

There are several ways to insert a new sheet. The fastest method is to click on the **Add Sheet (+)** icon located to the left of the sheet tabs, at the bottom of the spreadsheet. This inserts one new sheet without opening any dialog, with a default name (*Sheet2*, for example) and with the new sheet's tab positioned at the right hand end of the sheet tabs.

Use one of these other methods to insert more than one sheet, to rename the sheet at the same time, or to insert the sheet somewhere else in the sequence.

- Left-click a sheet tab and select **Sheet > Insert Sheet** on the Menu bar. Calc displays the Insert Sheet dialog with the **Before current sheet** and **New sheet** options preselected.
- Select **Sheet > Insert Sheet at End** on the Menu bar. Calc displays the Append Sheet dialog.
- Select **Sheet > Insert Sheet from File** on the Menu bar. Calc displays the Insert Sheet dialog with the **Before current sheet** and **From file** options preselected. It also displays a file browser dialog on top of the Insert Sheet dialog to enable you to first select the source file containing the sheet to be inserted.
- Right-click on a sheet tab and select **Insert Sheet** in the context menu (Figure 362). Calc displays the Insert Sheet dialog with the **Before current sheet** and **New sheet** options preselected.
- Left-click in the empty space at the right end of the line of sheet tabs (Figure 362). Calc displays the Insert Sheet dialog with the **Before current sheet** and **New sheet** options preselected.
- Right-click in the empty space at the right end of the line of sheet tabs and select **Insert Sheet** from the context menu (Figure 362). Calc displays the Insert Sheet dialog with the **Before current sheet** and **New sheet** options preselected.

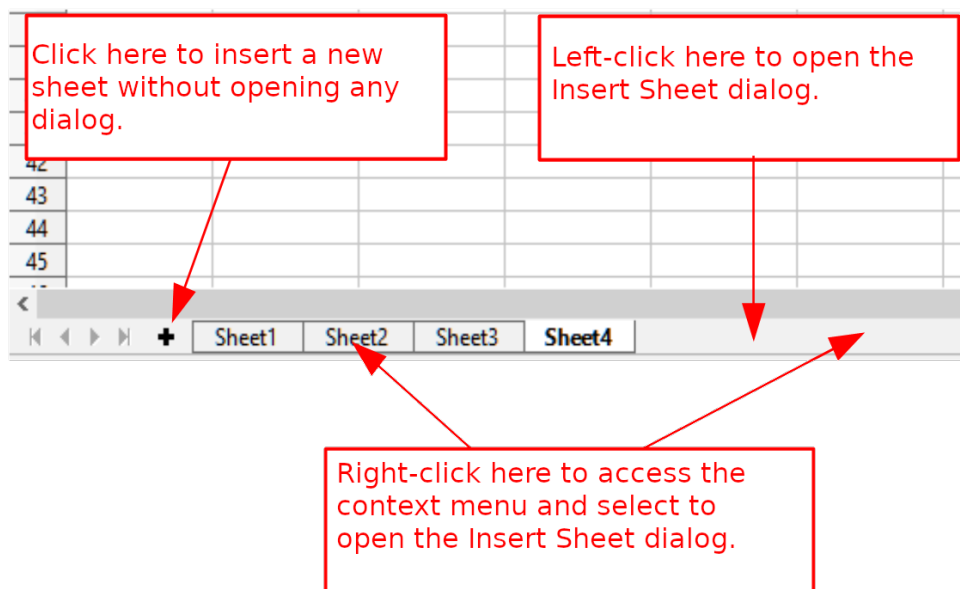


Figure 362: Creating a new sheet through the sheet tabs area

The above methods use either the Insert Sheet dialog (Figure 363) or the Append Sheet dialog (Figure 364).

On the Insert Sheet dialog you can:

- Choose whether to put the new sheet before or after the currently selected sheet tab.
- Choose how many sheets to insert.